

**GALLEYWOOD PARISH COUNCIL**  
**MINUTES OF THE PERSONNEL MEETING**  
**HELD AT THE KEENE HALL – RON WHITE ROOM – GALLEYWOOD**  
**on Tuesday 14 January 2025 at 10.00am**  
**Formal acceptance will take place at the next Committee Meeting**

**Present:**

Councillors: A McQuiggan, N Paul and S Troop (Chairman)  
In attendance: Clerk

**25-123 Apologies for Absence**  
There were none.

**25-124 Confirmation of Minutes**  
**RESOLVED** that the minutes of the meeting held on 8 October 2024 were a true and accurate account were signed by the Chairman.

**25-125 Declaring of Interests and Dispensations**  
There were none.

**25-126 Public Participation Session with respect to items on the agenda**  
There were no members of the public.

**25-127 Exclusion of the Press and Public**  
There were no members of the public.

**25-128 Personnel Matters**  
Members noted and considered the report provided on training, office opening hours, staff sickness absence, salaries, and appraisals.  
**RESOLVED** that:

- a. Lodge IT support to be requested to archive the parish website prior to it being hosted and managed by Aubergine.
- b. a recommendation to be made to Council to make the Clerks flexible working contract permanent.
- c. A cleaner's trolley cost to be sought and reported to Council.
- d. The Village Attendant job description to be shared with members.

There being no further public business to be transacted, the Chairman closed the meeting at 10.31am.

Signed Chairman .....

Dated .....

